



# Equipment Review Submittal Checklist

In order to process an equipment review, a submittal is required containing the minimum information indicated below (you will be contacted if more information is needed):

1. ☐ Cover letter on company letter head signed and dated by a company officer with the following equipment information:
  - ☐ Detailed equipment description.
  - ☐ Primary task.
  - ☐ Haul, drive or tow.
  - ☐ Description and purpose of all non-integral components and equipment that will accompany the equipment during transport (outriggers, load block, internal components, etc.).
  - ☐ Signing company officer's title, mailing address and telephone number.
2. ☐ Two (2) 11" X 17" plan and elevation views of the equipment with the following information:
  - ☐ Manufacturer's company name, model number, mailing address and telephone number.
  - ☐ All dimensions:
    - ☐ Indicate if expandable and the least and greatest width.
    - ☐ Indicate if it can be stretched, the collapsed and greatest length.
  - ☐ All suspension types.
  - ☐ Number of tires on each axle.
  - ☐ All weights per axle/axle group.
  - ☐ Indicate all steering axles.
  - ☐ Indicate all lift, flip and other add on axles.
  - ☐ Indicate mechanical distribution units or other special equipment.
3. ☐ Copies of all California Transportation Permit applications and related material.
4. ☐ Close-up photographs showing the entire front, rear and both side views.
5. ☐ Include a copy of this checklist with your submittal.

Submittals are accepted by mail at the following address:

California Department of Transportation  
Office of Truck Services MS 36  
Attn: Equipment Review  
P.O. Box 942874  
Sacramento, California  
94274

Submittals may also be e-mailed. Faxed submittals are not accepted.

All submittals are processed as quickly as possible. For scheduling purposes, allow a minimum of 20 business days for submittal review. Once the review is complete, a letter containing the findings and decision will be issued.

If you have any questions, call 916-654-6677 regarding an "equipment review."